



DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361

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IN REPLY REFER TO
NAVAIRINST 5213.3D
AIR-7221
6 February 1984

NAVAIR INSTRUCTION 5213.3D

From: Commander, Naval Air Systems Command
To: Deputy Commanders, Assistant Commanders, Comptroller, Command Special Assistants, Designated Program Managers, Program Coordinators, and Office and Division Directors

Subj: Management of forms in the Naval Air Systems Command Headquarters

Ref: (a) SECNAVINST 5213.10C (NOTAL)
(b) OPNAVINST 5213.1B (NOTAL)

1. Purpose. To state the policy, objectives and responsibilities for forms management in the Naval Air Systems Command Headquarters (NAVAIRHQ) in accordance with references (a) and (b).

2. Cancellation. This instruction supersedes NAVAIR Instruction 5213.3C of 16 February 1977. NAVAIR Form 5213/9 is canceled by OPNAV Form 5213/19. Since this is a major revision, changes have not been indicated.

3. Policy. It is the policy of the Secretary of the Navy that each organizational component in the Department of the Navy (DON) shall provide for continuing analysis, review, and control of all forms and related procedures which it originates to assure that they make the maximum contribution toward more efficient, economical, and effective operations.

4. Background. In every military and business operation of the Naval Air Systems Command (NAVAIR) forms are used to generate action or transmit information. In performing these functions they contribute to clarity of data requirements, greater accuracy, speed, ease and uniformity of data preparation, and facilitate machine processing of information. While attention to the cost of printing is essential, the principal cost is that of the personnel, materials, and machines required to collect, write, process, transmit, and maintain the data contained on the form. Therefore, forms must be analyzed and designed in light of the systems, procedures, methods, and equipments which they serve and must conform to certain government-wide and Navy design standards.

5. Objectives. The objectives of the program are to

a. increase awareness of the need for coordination with related information resource management policies and programs (i.e., information collection requirements, privacy and information systems) as a specific discipline encompassed by the Paperwork Reduction Act of 1980, Public Law 96-511;

b. ensure that appropriate forms and related procedures are developed and designed to facilitate the operations of the DON; and

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c. eliminate cost ineffective and duplicate forms through control, standardization, and consolidation of those serving similar functions, utilizing, wherever practicable, the higher echelon form.

6. Definitions

a. Form. Any preprinted piece of paper containing an arrangement of blank spaces for the insertion of data. The term "form" may include printed envelopes, labels, tags, placards, signs, decals, drawing formats, and form letters.

b. Format. A prescribed logical sequence of presenting information or stating a request where the arrangement and layout of items is simple and flexible, thus permitting ready preparation by typewriter, and where the number of respondents is comparatively limited. A preprinted form in such instances would be both expensive and relatively ineffective. Most formats are prescribed for use in situations where the report is largely narrative in nature or where the amount of space needed by respondents to furnish the desired information varies substantially.

c. Form Number. A symbol of identification and approval assigned to a form by the organizational unit responsible for forms management. It is comprised of a prefix, consisting of an abbreviation of the title of the activity, followed by a number based on the appropriate standard subject identification code series.

7. Responsibilities

a. Offices and divisions prescribing the use of forms within or outside NAVAIRHQ shall

(1) contact the Office Methods Branch (AIR-7221) in the initial development of new or revised forms and procedures for assistance in the establishment of effective forms. By contacting AIR-7221 during the developmental stage of a new form many problems in preparing and processing the form can be avoided;

(2) submit to AIR-7221

(a) all proposals for new or revised forms on OPNAV Form 5213/19, Request for New or Revised Form, with a draft of the proposed form, and a copy of the implementing document if any;

(b) by memorandum, information on the cancellation of an existing form under the cognizance of NAVAIRHQ (includes NAVAIR forms, Department of Defense (DD) forms, Standard Forms, etc.) as soon as it is known;

(c) requests for duplication of blank forms or formats prior to submission to the Printing and Publications Management Branch (AIR-7224);

(d) any DD form and related procedures proposed by the Command;
and

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(e) proposed DD forms submitted to NAVAIRHQ for review before committing NAVAIRHQ to concurrence on the form. This clearance includes proposed DD forms which NAVAIRHQ receives for review or development either through normal operations or representation on boards or committees;

(3) submit requests for supplies of existing forms used by only one office to AIR-7224; and

(4) obtain supplies of existing forms used by two or more offices from the NAVAIRHQ Forms Stock Room (AIR-7221F).

b. AIR-7221 shall

(1) assist NAVAIRHQ personnel in developing or revising forms, related systems, and directives which prescribe the use of forms;

(2) analyze requests for new or revised forms and related procedures to accomplish improvements needed to meet forms management objectives, to prevent unnecessary or inefficient forms from being established, and to ensure that adequate instructions for using the forms and related procedures are provided;

(3) design forms to meet government-wide and Navy standards and prepare initial draft printing specifications and related papers;

(4) approve and assign NAVAIR form numbers, and maintain the master form management records on all forms under NAVAIRHQ cognizance;

(5) review annually all existing forms for continued usefulness, need of revision, improvement or elimination to ensure forms meet changing needs and that modern methods and equipment are utilized;

(6) coordinate the forms management function with reports, directives, data processing, and other management improvement functions, and with the printing, procurement, stocking, supply and distribution of forms;

(7) review proposed DD forms and procedures prior to NAVAIRHQ concurrence for design and construction of the form and efficiency of procedures; coordinate arrangement for distribution and financing of the form, and prepare and transmit the necessary documents and information to the Chief of Naval Operations for further coordination as required;

(8) conduct studies of systems and procedures involving forms, as required; and

(9) approve or disapprove reproduction of originator prepared blank forms or formats.

c. AIR-7224 shall

(1) forward to AIR-7221 for review, any material to be printed which prescribes the use of forms or formats for the recording or transmitting of information;

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(2) prepare, schedule, and process appropriate printing requisitions to request the printing of new or revised forms, after concurrence by AIR-7221;

(3) coordinate the preparation of budget estimates for all forms printed for NAVAIRHQ;

(4) reproduce originator prepared blank forms or formats when approved by AIR-7221;

(5) replenish forms for use within NAVAIRHQ;

(6) provide a central source for identification and supply information on forms; and

(7) maintain liaison with appropriate supply demand control points on matters pertaining to NAVAIRHQ sponsored forms stocked in the Navy supply system.

d. The Technical Documentation Office (AIR-04A4) shall ensure that AIR-7221 receives for review any technical document for which they coordinate requirements which prescribe the use of a form or format for the recording or transmitting of information.

e. The System Specifications, Standards and Data Branch (AIR-5112) shall ensure that AIR-7221 receives for review specifications, weapons and air requirements, engineering data, and technical documents for which they coordinate requirements which prescribe or give procedures for the use of a form or a format for the recording or transmitting of information.

8. Form. OPNAV Form 5213/19, Request for New or Revised Form, may be obtained from the NAVAIRHQ Forms Stock Room.

R.B. Curtis

R. B. CURTIS

Director, Corporate Management
Programs Directorate

Copy to: (2 copies each unless otherwise shown)

SNDL: A3 (Op-09B1); FKA1A (AIR-07D21 A/L (1 copy), AIR-7221 (10 copies), AIR-7221F (50 copies), AIR-7224, AIR-04A4, AIR-5112)

Stocked: NAVAIRHQ (AIR-7221F)